



Privacy Notice (Academic Year 2020 / 2021) : How we use information about pupils in our school setting Data Protection Act 2018 The General Data Protection Regulation GDPR

Freshford Church School , part of the Bath & Wells Multi-Academy Trust, is the Data Controller for the use of personal data in this privacy notice

We collect and use personal information relating to our pupils and may also receive information about them from their previous school, local authority and/or the Department for Education (DfE).

We use this personal data to:

- support pupil learning
- monitor and report on pupil attainment progress
- provide appropriate pastoral care
- assess the quality of our services
- keep children safe (food allergies or emergency contact details)
- meet the statutory duties placed upon us for DfE data collections

Whilst not exhaustive, the categories of pupil information that we collect, hold and share include :

- personal identifiers and contacts (such as name, unique pupil number, contact details and address)
- characteristics (such as ethnicity, language, and free school meal eligibility)
- safeguarding information (such as court orders and professional involvement)
- special educational needs information and both internal and external support (including the needs and ranking)
- medical and administration (such as doctor's information, child health, dental health, allergies, medication and dietary requirements)
 - attendance (such as sessions attended, number of absences, absence reasons and any previous schools attended)
 - assessment and attainment (such as Phonics, Key Stage 1 and KS2 teacher assessment and test results)
- behavioural information (such as exclusions and any relevant alternative provision put in place)
 - information relevant to children attending school trips and activities
- catering requirements and free school meal management
- identify management / authentication

Why we collect and use pupil information

The personal data collected is essential for the school to fulfil their official functions and meet legal requirements.

We collect and use pupil information, for the following purposes:

- to support pupil learning
- to monitor and report on pupil attainment progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to keep children safe (safeguarding information, medical information, information regarding food allergies and an up to date record of a minimum of three emergency contact details)
- to support the Children Missing in Education departments of both Bath & North East Somerset and Local Authorities from whom to to whom our children have transferred
- to meet the statutory duties placed upon us by the Department for Education

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing pupil information are:

Article 6 – Lawfulness of processing

c. Processing is necessary for compliance with a legal obligation to which the controller is subject :

The school is required to :

- submit a school level census to the DfE in Spring, Summer and Autumn of each year
- submit assessment results to the Local Authority and DfE including Early Years Foundation Stage, Phonics, KS1 and KS2 test results

Article 9 – Processing of special categories of personal data

1.Processing of personal data revealing ethnic origin is shared with the DfE as part of the school level census only.

In addition, concerning any special category data:

How do we collect pupil information?

Pupil data is essential for the school's operational use. Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection whether you are required to provide certain pupil information to us or if you have a choice in this.

When children transfer into or from our school pupil information is sent via a secure Admissions or Common Transfer File and at the point of entry to our school we request further information which is held in Scholarpack. Such data is essential for the school's operational use and enables the school to safeguard all pupils, and complete requisite transfer information. This includes DfE census returns and CTF files when a child leaves our school, all of which are done via highly secure means.

Whilst the majority of pupil information provided to us is mandatory, some is requested on a

voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain pupil information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

How we store pupil data

We hold data securely for the set amount of time shown in our data retention schedule 'Information and Records Management Society – Records Management for Schools update September 2018. This toolkit has been created to assist schools in their compliance with GDPR, the Data Protection Act 2018 and the Freedom of Information Act 2000.

The vast majority of information is now stored securely electronically. Any hard copies kept are stored securely on site.

We hold pupil data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit :

[IRMS Schools Toolkit - Information and Records Management Society](#)

For any further information please contact : Helen Loraine, Business Manager

With whom do we share data?

We routinely share information with :

- Schools from and to which children transfer
- our Local Authority (Bath & North East Somerset)
- Bath & Wells Multi-Academy Trust
- The Department for Education (DfE) via Secure Access
- CPOMS for the purposes of securely monitoring child protection, safeguarding, pastoral and welfare issues.
- The school nursing team at Virgin Care and other specialist support services including Speech & Language/Occupational Therapists/Educational Psychologists/social workers
- Fisher Family Trust (who access the DfE database to analyse the performance of our school)
- ScholarPack which holds our pupil database securely within its ISO 27001 system and use industry standard encryption to protect data in transit and at rest
- ParentPay for communication with parents and online cashless payment system
- SeeSaw for sharing children's work with parents (forename and class only)
- Doodlemaths (forename and class only)
- Mid-Somerset Festival for Verse Speaking & Creative Writing entries – basic pupil data including DOB for registration purposes

Why we regularly share pupil information

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

- The Department for Education (DfE) collects personal data from educational settings and local authorities via various statutory data collections. We are required to share information

about our pupils with the Department for Education (DfE) either directly or via our local authority for the purpose of those data collections :

School level annual census data via secure COLLECT portal :
Spring/Summer/Autumn (regulation 5 of The Education (Information about Individual Pupils) (England) Regulations 2013

All data is transferred securely and held by DfE under a combination of software and hardware controls, which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Local Authorities

We may be required to share information about our pupils with the local authority to ensure that they can conduct their statutory duties under

- the [Schools Admission Code](#), including conducting Fair Access Panels.

Requesting access to your personal data

Under GDPR, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact : Helen Lorraine, School Business Manager

Depending on the lawful basis above, you may also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For further information on how to request access to personal information held centrally by DfE, please see the 'How Government uses your data' section of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting : Helen Lorraine – School Business Manager

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 18.02.21.

Contact

If you would like to discuss anything in this privacy notice, please contact Helen Lorraine – School Business Manager

How Government uses your data

The pupil data that we lawfully share with the DfE through data collections:

- underpins school funding, which is calculated based upon the numbers of children and their characteristics in each school.
- informs 'short term' education policy monitoring and school accountability and intervention (for example, school Pupil Progress measures).
- supports 'longer term' research and monitoring of educational policy (for example how certain subject choices go on to affect education or earnings beyond school)

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The National Pupil Database (NPD)

Much of the data about pupils in England goes on to be held in the National Pupil Database (NPD).

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the department.

It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>

Sharing by the Department

The law allows the Department to share pupils' personal data with certain third parties, including:

- schools
- local authorities
- researchers
- organisations connected with promoting the education or wellbeing of children in England
- other government departments and agencies
- organisations fighting or identifying crime

For more information about the Department's NPD data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Organisations fighting or identifying crime may use their legal powers to contact DfE to request access to individual level information relevant to detecting that crime. Whilst numbers fluctuate slightly over time, DfE typically supplies data on around 600 pupils per year to the Home Office and roughly 1 per year to the Police.

For information about which organisations the Department has provided pupil information, (and for which project) or to access a monthly breakdown of data share volumes with Home Office and the Police please visit the following website: <https://www.gov.uk/government/publications/dfe-external-data-shares>

How to find out what personal information DfE hold about you

Under the terms of the Data Protection Act 2018, you are entitled to ask the Department:

- if they are processing your personal data
- for a description of the data they hold about you
- the reasons they're holding it and any recipient it may be disclosed to
- for a copy of your personal data and any details of its source

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact DfE: <https://www.gov.uk/contact-dfe>